

Subject: Fwd: North Figueroa Association insurance
From: Ellen Yuan <ellen.yuan@lacity.org>
Date: 03/03/2015 01:21 PM
To: "Van Cise, Eugene" <eugene.vancise@lacity.org>, Misty Iwatsu <mistyli@aol.com>

I try forward the ACCORD certificate to CAO office for approval but an email reply with the following.

Please see attach and have the insurance agent contact them.

----- Forwarded message -----

From: **CAO InsBonds** <cao.insurance.bonds@lacity.org>
Date: Tue, Mar 3, 2015 at 11:48 AM
Subject: Re: Insurance for approval
To: Ellen Yuan <ellen.yuan@lacity.org>

Please have them contact our office. We need to know what type of technical issues they are having and would like to help them resolve them. Please see instructions attached.

Thank You! Have a~)*

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*(. *~ (. *~* Wonderful Day*

Jacquelyn Hoard

City Administrative Office, Risk Mgt., Insurance & Bonds

200 N. Main St., Rm. 1240

Los Angeles, CA 90012

Direct Line: 213-978-7666

Main Line: 213-978-7475

Email: Jacquelyn.Hoard@lacity.org

Web page: <http://cao.lacity.org/risk/index.htm>

Join the Community...

<http://www.selfservicegov.com>

Insurance Submission Exceptions: Direct-written Insurance certificates, letters of self-insurance or other evidence of insurance documents NOT utilizing the ACORD certificate through Track4LA® as determined and verified by City staff must be submitted to the City of Los Angeles, CAO Risk Management Insurance & Bonds Section, via email no later than 4:00 pm (Monday through Friday) to allow for same day acceptance. Please note that the City requires use of the Track4LA® system, which accepts and automatically approves insurance certificates 24 hours a day, 7 days a week through a secure electronic process and is the most efficient way of submitting insurance certificates and receiving instant approvals.

On Tue, Mar 3, 2015 at 10:27 AM, Ellen Yuan <ellen.yuan@lacity.org> wrote:

Good morning,

Attach please find the ACCORD certificate for North Figueroa Association. Insurance agent claim that they are not able to upload to TRACK4LA due to some technical issues. Please review and approve document.

Thank you.

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Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk

— Attachments: —

Track4la instr and video_2014.docx

17.1 KB